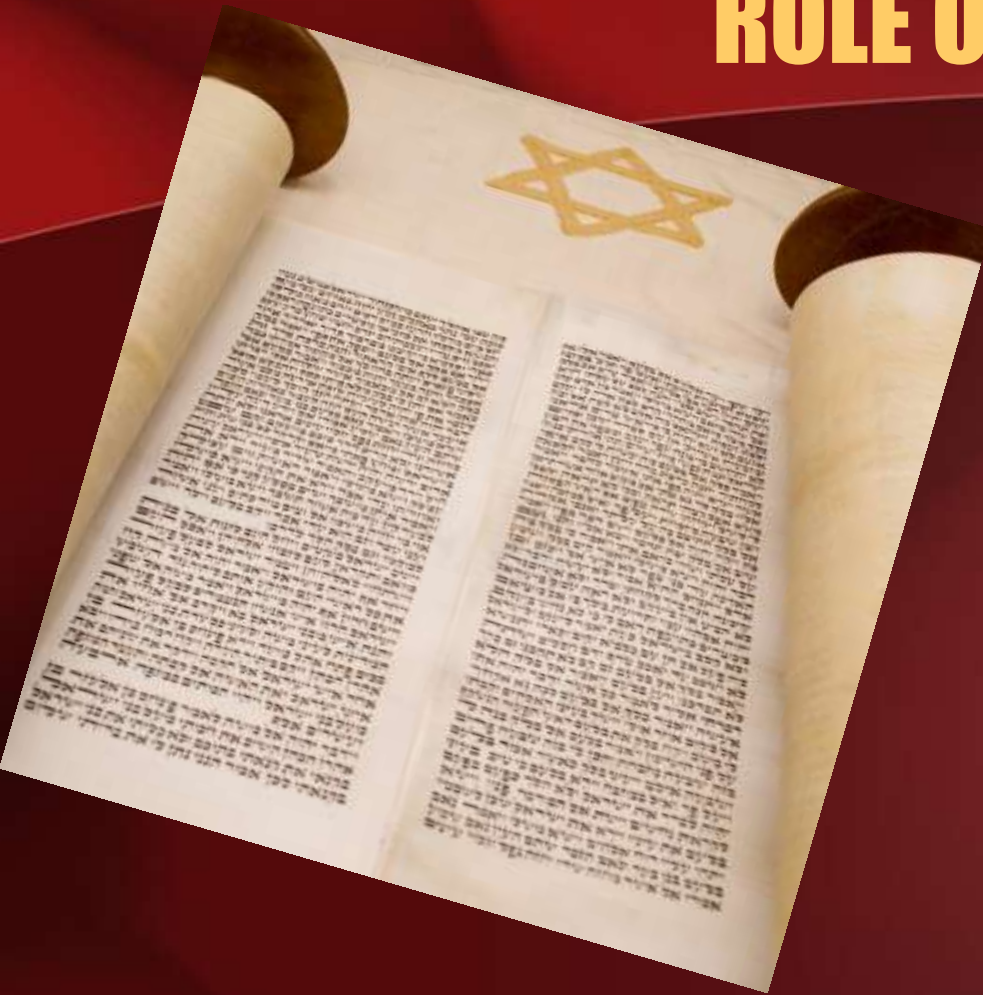




FRISCO CITY HALL 101

Office of the City Secretary

ROLE OF THE CITY SECRETARY



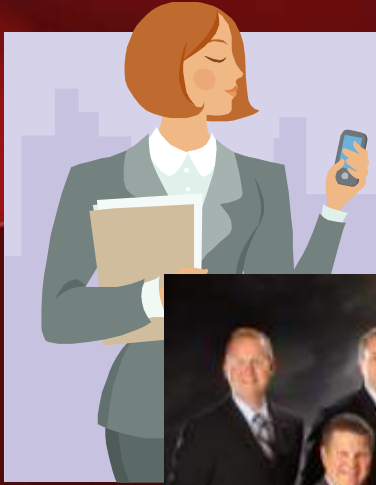
The profession of the Municipal Clerk dates back prior to biblical times and is recognized as one of the oldest “public servants” .

Ancient Greece had a city secretary who read official documents publicly. At the opening of a meeting, one of his first duties was to decree a curse upon anyone who should seek to deceive the people.

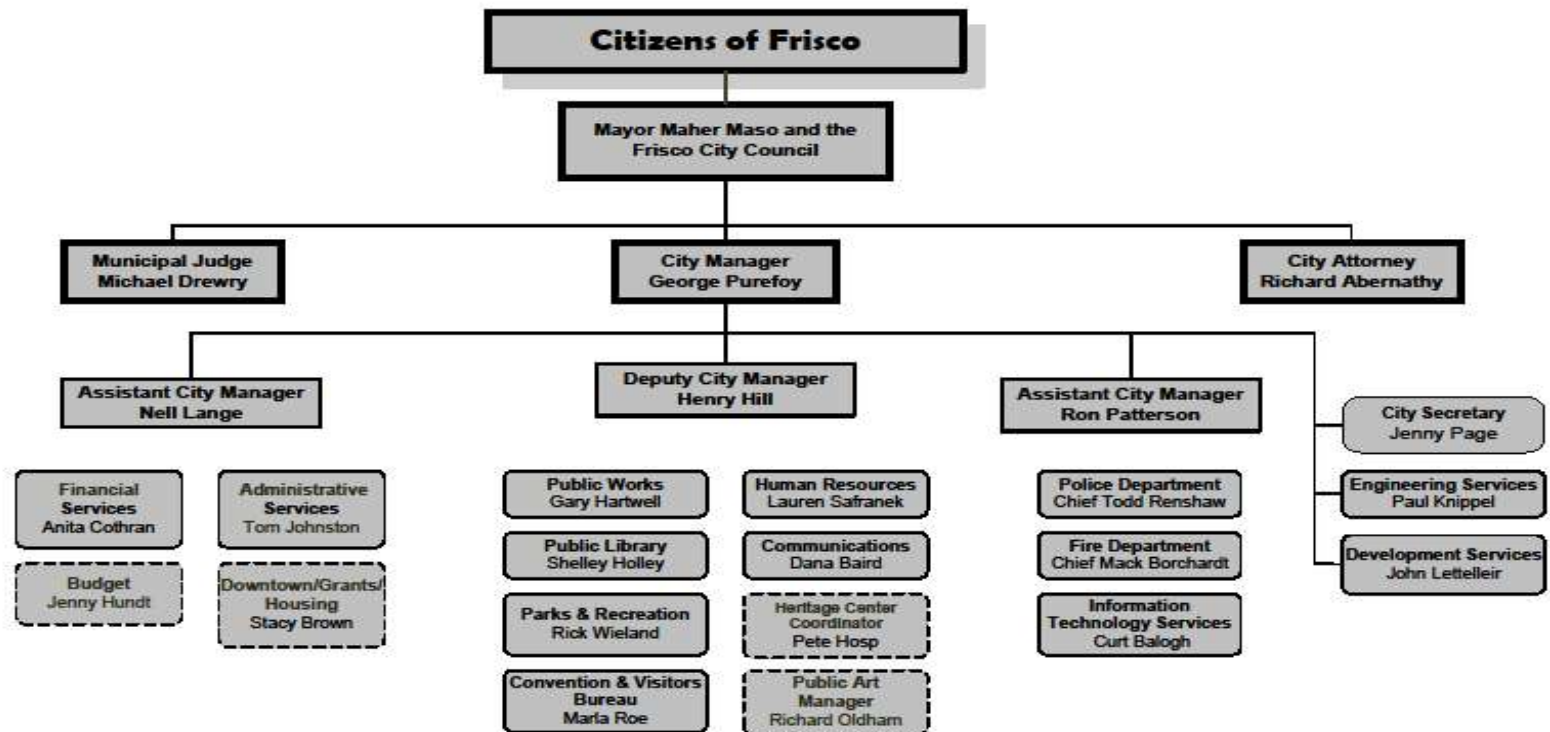


ROLE OF THE CITY SECRETARY

Today...



Organization



City of Frisco
Departmental Organization
Chart
June 2010

Office of the City Secretary Staff

**Jenny Page,
City Secretary**

Stella Barrera

Tammy Follett

Sr. Administrative
Assistant

Ophelia Godwin,

Administrative
Assistant



Angela Lunsford,
Records Management
Coordinator

Bonnie Tears

Records Management
Clerk

Responsibilities

- **Maintains The City Seal**
- **Chief Elections Administrator**
- **Records Management Officer, Custodian of all official records of the City**
- **Process Records and Public Information Requests**
- **Process Lawsuits and Official Legal Notices for the City of Frisco**



Responsibilities

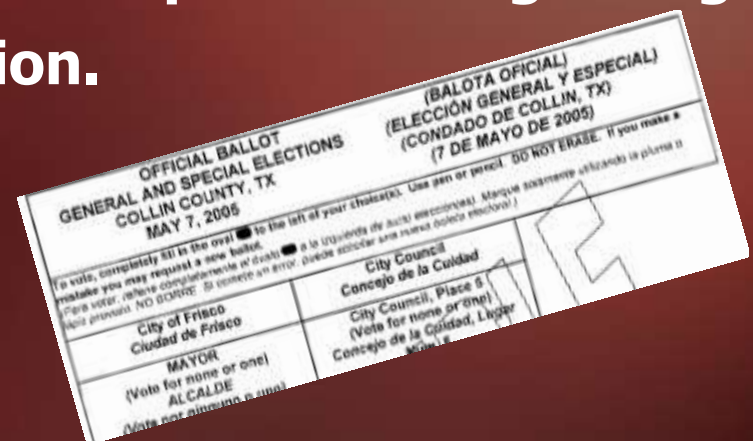
- **Records Minutes from Council Meetings**
- **Audit and Process Council Meeting Paperwork**
- **Petitions**
- **Subpoena for Records**
- **Boards & Commissions**
- **Alcohol Permits**





City Secretary Serves as the Election Official for the City of Frisco.

- Prepares for and conducts city elections in coordination with School and County Officials.
- Compiles the election results and reports to the media and council.
- Responds to voter and candidate questions regarding elections and voter registration.



Records Management

A record is defined as "any information that you create regardless of media".



**The retention and destruction of records is
GOVERNED BY LAW**

**Oversee Records Management Policies and Management of
On-site and Off-site Records**

Records research



Approved Council Documents and Ordinances



- Ordinances and Resolutions are available on our web site at:

<http://sire.friscotexas.gov/sirepub/docs.aspx>

- Codification of Ordinances (Except Zoning)

<http://www.municode.com/resources/gateway.asp?pid=13745&sid=43>

If you are searching for specific ordinances, resolutions or contracts. Please contact our office at 972-292-5020 and we can provide you a copy of the ordinance.

Ordinances and Resolutions

How is an Ordinance or Resolution Adopted?

- **Citizens Request**
- **Council and Mayor's Request**
- **Staff Request**
- **Zoning and Development Ordinances are through the Planning & Development Office**
- **Public Hearings on some ordinances**



Public Information Act

GOVERNMENT IN THE SUNSHINE!



Texas Public Information Act enacted in 1973 made most local government meetings and records open for the public.



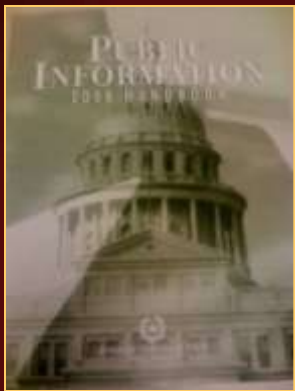
Violation of the Public Information Act can result in investigation by the Attorney General and fines.

Public Information Act

HOW DO I OBTAIN PUBLIC INFORMATION?

To formally become a public information request, all requests must be in writing. Either on the City provided form, your own letter or via email.

Public Information will be provided as quickly as available, there are times records are stored off-site, thus creating a longer time to provide information. Voluminous request may take longer.



If an AG Opinion is sought, the time will take longer for you to receive the information.

Open Meetings Act



- **Ensures all meetings are open to the public with a few exceptions.**
- **Requires posting of notice (Agenda) of the meeting 72 hours in advance of the meeting.**
- **A quorum of members must be present.**
- **A record of the meeting/action must be maintained permanently.**
- **Members cannot discuss business outside of an open meeting.**

Boards & Commissions

1. **Arts of Collin County**
2. **Board of Adjustments /
Construction Board of Appeals**
3. **Collin County Appraisal District**
4. **Parks & Recreation Board**
5. **Convention Visitors Bureau**
6. **Economic Development
Corporation (EDC)**
7. **Urban Forestry Board**
8. **Frisco Square MMD**
9. **Community Development
Corporation (CDC)**
10. **Housing Authority Board**
11. **Housing Trust Fund Board**
12. **Library Foundation Board**
13. **North Texas Municipal Water
District Board**
14. **Planning & Zoning Commission**
15. **Public Art Board**
16. **Other Boards and Committees**

Applications are accepted in July of Every Year
Applicants Must live in the City for 12 months

Questions?

